

Supreme Court of Nevada
ADMINISTRATIVE OFFICE OF THE COURTS

ROBIN SWEET
Interim Director and
State Court Administrator



SCOTT SOSEBEE
Deputy Director
Information Technology

VERISE V. CAMPBELL
Deputy Director
Foreclosure Mediation

ADMINISTRATIVE ASSISTANT II
Position # 0014
Part-time Position – 22 ½ Hours Per Week

Under general supervision, the Administrative Assistant II performs a broad variety of secretarial and administrative support duties in the Administrative Unit. Typical duties include maintaining records and files; composing and editing correspondence; data entry; typing and word processing; answering telephones, greeting customers, and relaying information; duplicating and distributing materials; preparing for meetings and taking minutes; ordering and stocking supplies and equipment; reviewing and processing forms and other documents; assist in tracking legislative issues; input data, and prepare reports; operating office equipment such as copiers, personal computers, calculators, facsimile machines, printers, and other equipment; and performs related duties as assigned.

The incumbent will be required to occasionally attend meetings outside of normal working hours; work occasional evening and weekend hours; and may be required to travel statewide as necessary. **This position is located in Carson City.**

Education and Experience: High School Diploma or equivalent education and 2 years of clerical experience and administrative support experience which includes one or more of the following areas: maintaining records and files; preparing a variety of materials using a personal computer or word processor; performing secretarial duties in support of professional staff; **OR** 1 year as an Administrative Assistant I in Nevada State Service; **OR** an equivalent combination of education and experience

Salary Range: Depending on Experience - \$14.10 to \$17.24 per hour, employee/employer paid retirement.

Application Process:

In order for you to be considered for this position, you must complete a Supreme Court of Nevada Employment Application, a cover letter, and a resume. It is your responsibility to provide specific, accurate and complete information describing how you meet the minimum qualifications in your original application materials. Applications are available at WWW.NEVADAJUDICIARY.US under the Administrative Office tab, where the application may be completed online and then printed and mailed or delivered to:

Cynthia Sampson, Personnel Analyst
Administrative Office of the Courts
Supreme Court Building
201 South Carson Street, Suite 250
Carson City, Nevada 89701-4702

You may also submit your application packet:

- via e-mail to: adminassistant@nvcourts.nv.gov
- via fax to: (775) 684-1777

The deadline to submit applications is Friday, February 10, 2012. Applications received after 5:00 p.m., will not be accepted.

The Supreme Court of Nevada is an equal opportunity employer. If accommodation for a disability is needed during the application or examination process, contact the Personnel Analyst at 775.684.1744.